

Cover Letter for Alien Registration Documentation

Claimant Information:

Last Name:

First Name:

MI:

SSN:

(Este es un documento importante. Si usted necesita un intérprete, póngase en contacto con su oficina local.)

If you are not a United States citizen, you must provide the Illinois Department of Employment Security with a copy of your work authorization document displaying the Alien Registration number within five (5) days from the day you submitted your claim.

**FAILURE TO COMPLY WITH THE FOLLOWING INSTRUCTIONS MAY CAUSE A
DELAY IN YOUR RECEIPT OF UNEMPLOYMENT INSURANCE BENEFITS.**

INSTRUCTIONS

1. Make a legible copy of both the front and back of your Alien Registration Card.
2. Print this Cover Letter – If you are unable to print at this time, skip to step 4.
3. Make sure your name and social security number is provided above.
4. Find your Reporting Local Office. If you do not know your Reporting Local Office you may find it by going to our website at www.ides.illinois.gov.
5. Attach the copy of both sides of your Alien Registration Card to this Cover Letter or to another piece of paper in which both your Name and Social Security Number are clearly written.
6. Mail the documents to your Reporting Local Office.